

## Seton Book Review and Acquisitions

- Classroom libraries and instructional materials will be managed by the classroom teacher.
- Book room libraries will be managed by the classroom teachers and the principal.
- New library acquisitions will be chosen by classroom teachers using the following process. When funding is available, the dollar amount will be evenly divided by grade level. The classroom teacher will then make a purchasing list that fits the needs, age level, and interests of his or her students. Those books will then be purchased and added to the library collection.
- Donated books or books from other sources will be reviewed by the principal before being added to the library collection.
- All requests for removal of a book will be handled on a case by case basis by the principal. A completed "Request for Removal of Instructional Materials Form" is required for such consideration.
- Seton School will continue to work with Scholastic Book Clubs and Book Fair as we have in the past. In addition to Scholastic Club orders, Ignatius Book Club orders will also be sent home to provide an additional option for parents.